Zoom Videoconferencing Guide

Sign In

To access Zoom, go to https://montgomerycollege.zoom.com

1. On the MC Video Conferencing page, you will have the option to:
   - **Join** – Connect to a meeting in progress
   - **Host** – Start a meeting instantly
   - **Sign in** – configure your account
2. Click **Sign In** and enter your MyMC username and password.
3. The Profile page appears. Select an option from the top menu:

- **Schedule A Meeting**: Set up a future meeting.

- **Join A Meeting**: Join a meeting that is in progress.

- **Host A Meeting**: Start an instant meeting. Click the downward arrow to enable video or screen share only

- **Sign Out**: Sign out of Zoom Video Conferencing

Menu Options

The menu on the right gives you various tabs to explore:
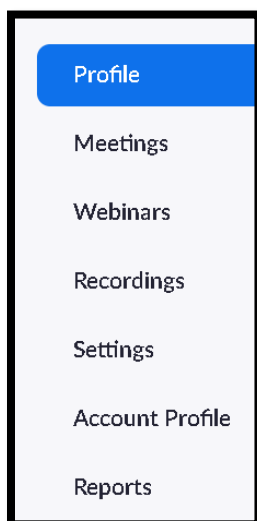
Profile – This is your profile page with your personal meeting id, personal link, time zone, and other options.

Meetings – This tab shows any upcoming meetings, previous meetings, and your personal meeting room. You can also schedule a meeting from this tab.

Webinars – This feature may not be available.

Recordings – This tab allows you to search by date or id, and you can export your recordings from the cloud or view local recordings on your computer.

Settings – This tab allows you to change any settings for meetings, recordings, and the telephone.

Account Profile – This tab has the account holder's contact information.

Reports – This tab has the usage reports for usage and meetings.

Host A Meeting

There are two types of meetings, Host (Instant Meetings) and Scheduled Meetings.

- **Scheduled meetings** - Schedule a future one-time meeting or a recurring meeting. You can include the meeting invitation on a calendar or send it via email.
- **Host** – The meeting starts instantly, and you can invite others to join the meeting at any time. You can use your Personal Meeting ID.

To Start a Meeting via the MC Zoom website

There are two ways to instantly start a meeting.

1. You can click **Host** on the MC Video Conferencing Home page, then skip to step #3.

2. You can click **Host A Meeting** after you have signed in on the MC Video Conferencing page. If so, click the **Host A Meeting** drop-down arrow to select to host the meeting **With Video On, With Video Off,** or to **Screen Share Only**.

After choosing one of the above options:

3. Click the **Open Zoom** button.
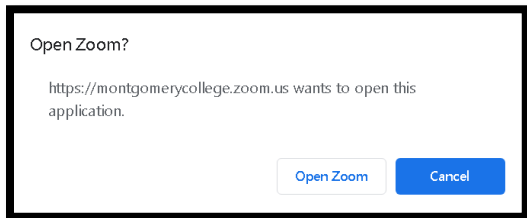
4. Choose your audio option. If you are dialing in via the phone, there will be a dial-in number, Meeting ID, and Participant ID. If not, click the **Computer Audio** tab to use the computer's audio. Then click the **Join with Computer Audio** button. If you are using the computer audio, there is an option to **Test the Speaker and Microphone**. Click the words to test the computer audio.

5. The meeting details show on the screen. Click the appropriate option(s): **Join Audio, Share Screen or Invite Others**.
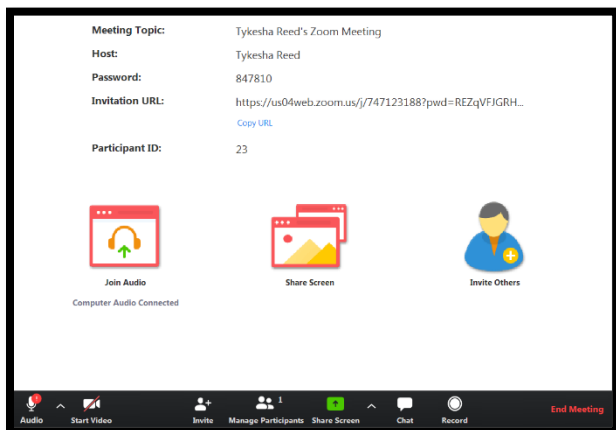
6. After joining audio, click the **Invite Others** icon.

7. Click the **Invite** button to invite people to join the meeting. You can invite people from your Zoom contact list or via email.
    a. **Contacts** – Displays the list of staff and faculty at Montgomery College. You can also use the search bar to filter a name(s).

    b. **Room System** – Displays the dial-in or call out information for the conference room conferencing system.

    c. **Email** – Send email meeting invitations by:
        1. Choose your email service to send the invitation (e.g., **Default Email, Gmail, or Yahoo Mail**).

        2. If you, into your email, you will need to log in.

        3. An email will be prepared with the meeting details enclosed. Insert the email address in the To: field, and then click Send. An email will be sent to the person with all of the meeting details to join the meeting.
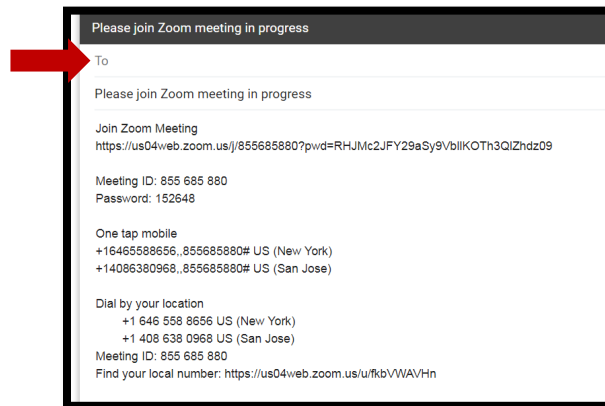

Host and Co-Host Controls In a Meeting

The host controls allow you as the host to control various aspects of the Zoom Meeting, such as managing the participants.

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar.

Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an alternative host.

Note - The host controls will appear at the bottom of your screen if you are not currently screen sharing.
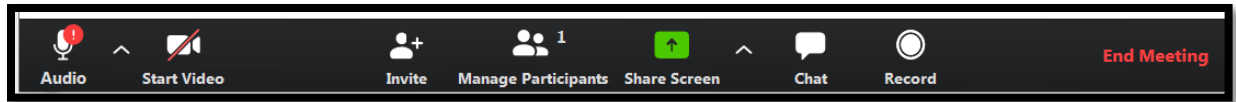
- **Mute/Unmute**: This allows you to mute or unmute your microphone.

    - Audio Controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.

- **Start/Stop Video**: This allows you to start or stop your own video.

    - Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.

- **Invite**: Invite others to join your meeting.

- **Manage Participants**: Opens the Participants window.

- **Share Screen**: Start sharing your screen. You will be able to select the desktop or application you want to share.

- **Screen Share** controls (click ^ next to **Share Screen**): Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

- **Chat**: Access the chat window to chat with the participants.

- **Record**: Start or stop a cloud or local recording.

- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.
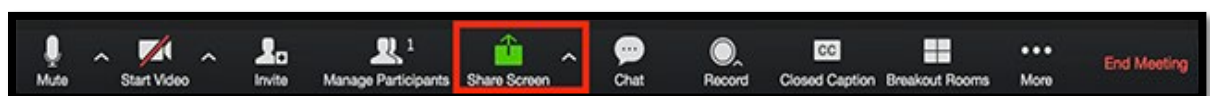
Note: When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.
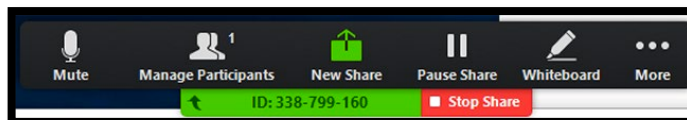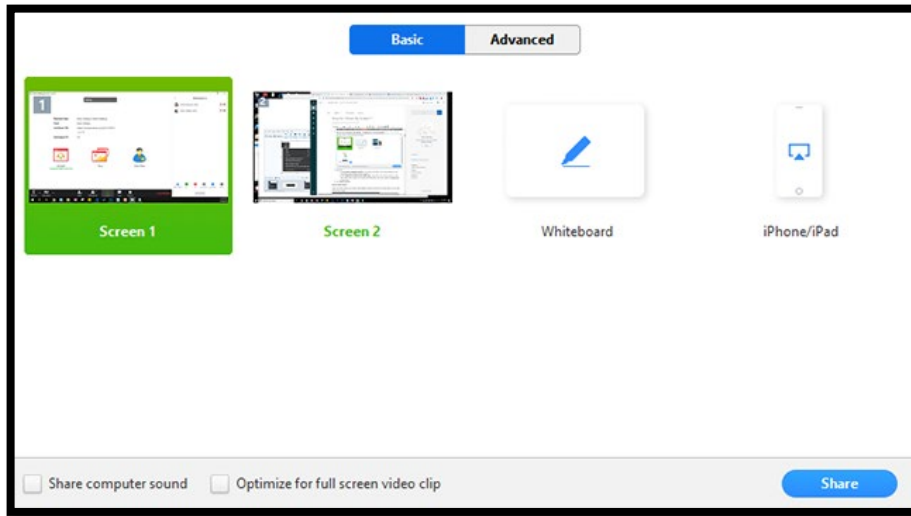

Sharing your screen

You must open the file that you want to share.

1. Click the **Share Screen** button located in your meeting controls.

2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.


3. (Optional) Enable these features:

- Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.

- Check Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

4. Click Share.

- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key.

Download the Zoom Meeting Plugin for Outlook

1. While in Zoom, go to the **Meeting** menu bar on the left.

2. At the bottom of the page, click the **Download** link for the Microsoft Outlook Plugin
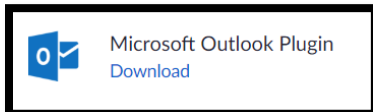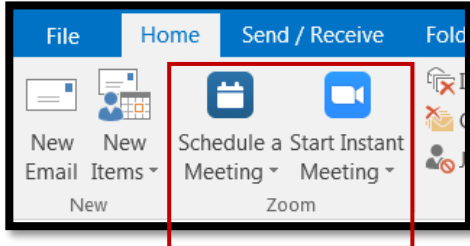

3. The Zoom installation file will go to the bottom of your window.
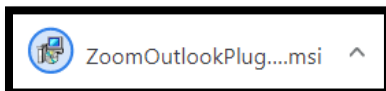
4. Click the file to begin the installation.

5. Click **Run** and accept all of the defaults by clicking **Next**.

6. Once the installation finishes, close Outlook and then restart it.

7. You will see the Zoom icons.

Schedule A Meeting

Zoom offers several methods to schedule a meeting. A meeting can be scheduled from Outlook, the Zoom desktop application, mobile app, or website.

To Schedule via the MC Zoom website:

1. Click **Schedule A Meeting** on the top menu bar. Then complete the fields.

2. **Topic**: Enter a topic or name for your meeting.

3. **Description**: Enter the meeting description (optional).

4. **When**: Enter the date and time.

5. **Duration**: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

6. **Time Zone**: By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.

7. **Recurring meeting**: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

8. **Meeting ID**: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

9. **Meeting Password**: Choose to require a meeting password. Input the meeting password. Joining participants will be required to input the password before joining your scheduled meeting.

10. **Video**

    a. **Host**: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

b. **Participant**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.

11. **Audio**: Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **or Telephone and Computer Audio**.

12. **Meeting Options**: Click on the arrow to view additional meeting options.

   a. **Enable join before host**: Allow participants to join the meeting without you or before you join.

   b. **Mute participants on entry**: This will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

   c. **Enable waiting room**: As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.You can allow participants to wait in a waiting room before joining the meeting.

   d. **Only authenticated users can join**: If checked, participants must sign in to Zoom before accessing the meeting.

   e. **Record the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud.

   f. **Alternative hosts**: Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.

   g. **Schedule For**: If you have scheduling privilege for another user, you will be able to choose whom you want to schedule for from the drop-down menu.

13. Click **Save** to finish.

Notes:

If you are scheduling a recurring meeting, you will need to set the recurrence in your calendar.

There is an option to copy and paste the scheduled meeting information such as date, time, and meeting URL.

> If you need additional assistance, please contact the IT Service Desk at:
> ITServicedesk@montgomerycollege.edu or (240) 567-7222.